

A COMMUNITY OCCUPATIONAL SURVEY  
OF DOWNS, KANSAS

by

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## INTRODUCTION

A community occupational survey is an organized method of obtaining a comprehensive body of information concerning the occupational life of a community or region, its jobs, workers, training needs and facilities, employment opportunities, and related facts.

A survey of this type concerns itself with the history and traditions of the area, the interests and activities of the people, the social, economic, and cultural assets and liabilities of the community, and the work opportunities of youth. Before appraising these findings in their relation to school activities, the community should be carefully analyzed.

The survey analysis should present data that will be accepted as expressing the considerations of opinions and facts about the entire community. These opinions and facts should pertain to the purposes of the survey and the results obtained should be used to further those purposes. In order that the analysis will give the desired results the purposes of this survey are stated as follows: (1) to determine what vocational courses the school should offer, expand, or drop; to obtain information helpful in adapting the educational program to the community occupational needs, (2) to better relationships between school and community and develop favorable attitudes among business and civic leaders toward the educational needs of the community, (3) to discover the need for an organized guidance program in the school, (4) to determine what vocational opportunities exist in the community,

(5) to discover the personal, educational, and training requirements of the community jobs, (6) and to provide information as to employee benefits and advancement opportunities in specific local jobs.

The selected survey area included local city businesses and rural farms in the Downs Public School District R-4. Added to the survey area was the Barnett Hassock Factory at Cawker City, Kansas. This small manufacturing company is located five miles east of Downs, Kansas, on U.S. Highway 24. It employs people of the Cawker City, Kansas, and Downs, Kansas, communities.

Great care was taken to make the survey complete and to include every possible source of occupational information. The Downs Chamber of Commerce supplied a list of all known local businesses. The Osborne County Farm Agent, Osborne County Commissioner, High School Vocational Agriculture Instructor, and Downs High School students supplied factual information which contributed to complete coverage of the farm area.

The personal interview approach was chosen as the procedure to be used in obtaining the necessary factual information. Each business owner or manager was contacted by the interviewer and an appointment was made to interview them. At this time a statement was made in regard to the purposes of the survey. All pertinent questions about the use of the data to be taken were answered in an effort to obtain a favorable reaction to the survey. A question was asked by one skeptical business man. He asked, "Is this information being used in any way by a labor organization?" The employer stated later that he was opposed to



such organizations and did not desire to relate his employer-employee relationships to such a survey.

The interview forms were designed to provide the needed information stated in the purposes on page 1. They were divided into a business and occupational analysis sheet and a job analysis sheet. Each form is shown in the appendix of the report.

The survey was selected by the writer as a master's problem and with the desire that the findings of the problem will be used by the administration of the Downs High School to further its educational program to meet the needs of the students and their community.

### THE COMMUNITY

Downs is a town of 1244 population located in north-central Kansas. It is located on the banks of the Solomon River, and in the heart of a relatively rich farming area. Wheat was the main crop, some corn and row crops were produced, including a limited amount of irrigated corn. The cattle industry was an important one but had receded somewhat due to falling cattle prices and a decreasing supply of feed and good pasture. There was much interest in pure-bred stock. Agriculture was fairly well diversified, and was listed as the main industry of the community. There were a total of 127 farm dwellings in the community area covered by the survey which included some 80 square miles of territory. Of these 127 farms just 5.5 per cent or seven farms were being operated by tenant farmers. This was an important

finding to be brought out from the survey. The majority of farm boys enrolled for one or more years of vocational agriculture in high school. After spending as much as three years of vocational training there was little chance for them to enter farming as a profession in their home community if they were dependent upon being tenant farmers. These facts were also related to another recent survey in Kansas which indicated that the number of Kansas farms continued to show a steady decline while the acreage per farm had reached a record high.

Farmers were rather progressive in general, as the agricultural extension service, Farm Bureau, Farmers' Union, and 4-H clubs were all active organizations.

The town was a trading center for the surrounding rural area, and the business section was modern and up-to-date with many strong businesses represented. Two large elevators, several implement dealers, lumber yards, excellent furniture and hardware stores, two strong banks, a neon sign company, an outdoor advertising company, a frozen food locker, a construction company, home modernizing company, a new clinic, several automobile and gasoline agencies, clothing stores, variety, drug store, grocery stores, a jewelry store, real estate agency, restaurants, cafes, motels, and a hotel made up the major portion of the business interests. In general it might be said that the usual occupations found in strong towns in rural communities were to be found here.

There was a public library in town, and a community "Memorial" hall. Recreational facilities included a motion picture theatre, a swimming pool, a roller skating rink, and two small

parks. The school athletic field was under the cooperative management of the Chamber of Commerce and the Board of Education. It was used extensively by various groups throughout the summer months.

A number of churches were active in the community. This included the Baptist, Catholic, Christian, Congregational, Lutheran, and Methodist churches. The community was predominately protestant in religious belief.

#### THE SCHOOL DISTRICT

Several years ago there was a consolidation of the town district with outlying rural districts. Although the consolidation was not a large one it has been most helpful in providing a larger tax base with an increase in assessed valuation from about \$650,000.00 to the present \$4,025,070. Inflation and increased costs have necessitated increasingly larger budgets, and those patrons out in rural areas who have not previously been called upon to support a high school were concerned with costs rather more, perhaps, than average.

The school property was located within the city limits of Downs in Osborne County. The total school tax rate was 13.10 mills.

#### SCHOOL ORGANIZATION AND ENROLLMENT

The school was organized on the 8-4 plan with 319 students

enrolled in grades 1-12 in 1953-54. Of these 218 were enrolled in the grade school and 101 enrolled in the high school. Approximately one-fourth of the students came from the rural area.

The staff included twenty-four full time employees and a full time veterans' instructor. Of these 44 per cent were in the high school.

#### LENGTH OF SURVEY

The survey was started on March 29, 1954, and was completed on May 7, 1954. A total of 77 interviews were conducted. The results of those interviews determined the findings on which this report is based. The survey is as accurate as the information which was related to the interviewer.

#### THE SURVEY RESULTS

The results of the Community Occupational Survey were analyzed into first a business and occupational analysis and second, a job analysis.

#### THE BUSINESS AND OCCUPATIONAL ANALYSIS

Downs, Kansas, had a combined total of 73 businesses. Cawker City, Kansas, provided one business organization to the survey, and the surrounding rural area in the school district R-4 added 127 farms. These 127 farms represented the farmers who



lived on the farms which they operated. This made a combined total of 201 occupational units. At the time the survey was made only 61 of the 201 units were employers. There were 21.6 per cent or 16 non-employer businesses in the city and 97.6 per cent of 124 non-employer farms in the rural area.

The survey showed that there were a total of 310 employed persons. This included 229 full time employees and 81 part time employees. Sixty-eight per cent of that total were male workers. The greatest number of regular employees in a single business was at the Barnett Hassock Company where 47 people worked. Next was the Missouri-Pacific Railroad with 26 employees, and the third highest employer was the Downs Public Schools which employed 24 people. Forty-seven businesses had only two employees or fewer. This represented 64 per cent of the city businesses and 17 per cent of the employees in the completed survey. The Brown Construction Company had the greatest seasonal employment in the community. In 1953 this company hired 134 men for a period of eight months.

Employment records indicated a 21.6 per cent turnover in jobs in the previous twelve months. The greatest single factor indicated by employers for this was the fact that many single girls left their jobs and got married. As a consequence many vacancies which did occur in clerical positions were filled with married, middle-aged women in an effort to retain help. This will, undoubtedly, hinder high school female graduates in finding local full time employment. One clerical position was filled by a female senior graduate who took the position with the understand-

ing that the employer could rely on three years of service from her. On the other hand, another senior graduate was refused employment because the employer felt he could not financially afford to pay an inexperienced girl a satisfactory wage and teach her the business. This girl desired only six months employment and her status from then on was undecided. The employer did not want a high school girl who could work only in the summer months.

The above circumstances seemed to typify the opportunities that were available for girls graduating from Downs High School. There has been 50 per cent of the female graduates leave Downs since 1952. This compared to 28 per cent of the male graduates.

The survey revealed that there were few employees 25 years old or less. Of the total number employed there were 37 employed in this age level. This represented just 12 per cent of the total. In the age group of from 25-50 was found the largest percentage of workers, a total of 65 per cent. The remaining 23 per cent employed were in the age level of above 50 years.

These findings do not imply that there was a very limited source of opportunities for young people in the community. To the contrary, employers have emphasized the need for young men and women to fill the jobs. They stated that there was a good future for them right here in Downs, Kansas. This has special reference to the field of skilled trades. Two cases will be cited as evidence of this need for young people and the occupational opportunities which it presents to them.

The first case presented was from findings obtained from the Brown Construction Company whose central office and maintenance

shops were located in Downs. This company contracted work that was primarily municipal construction. The major portion of this construction work was done between April and November. At the time of the interview on March 29, Mr. Vernon Brown, company owner, employed 15 men and was in need of six more employees. These jobs were of an unskilled nature. The employer referred to them as "pick and shovel men". He was interested in selecting men under 25 years of age for these positions. He also stated that there would be an opportunity for more employment in the coming weeks and that he would hire high school boys 16 years of age or older for the summer months.

In 1953 this company employed a total of 134 men. These were full time jobs, four men being yearly employed and the remaining 130 men for an eight month period. There was one full time female office clerk.

Although the major portion of the employees worked for approximately eight months of the year the pay scale was substantial enough that it would provide a living for the employee over a years' period. There were four occupational levels of company workers. Lowest in the pay scale were the unskilled workers which were referred to as the "pick and shovel men". This level of worker received \$1.00 an hour or \$55.00 per week. Next were the semi-skilled laborers. These workers operated the power machines as air compressors, roller operators, and trucks. These men must be at least 21 years of age. They received an hourly wage of \$1.50 and a weekly wage of \$82.50. Third were the skilled laborers. This included such skills as carpenters, cement

finishers, heavy equipment operators, and pipe layer operators. They received from \$87.50 to \$112.50 per week. The job foreman was selected from this group. Highest on the pay scale were the job superintendents. They received from \$90.00 to \$125.00 per week. Their responsibility to the company was on a 24 hour basis. The two superintendents were selected from the job foremen. This was characteristic of the other positions in the company. An unskilled worker who had some responsibility and initiative could learn a trade, become a skilled machine operator, and work up to a foreman or job superintendent. Many employees with the company had done just that very thing. Some had had opportunities to become a foreman or superintendent but refused because they did not want the responsibility. Mr. Brown estimated that in a five to ten year period the top position could be made by the right type of individual, if not in his company in some other company because of the demand for the construction people. In 1953 his company had employed five men whose wage for the year exceeded \$5200.00. One full time office clerk was employed for \$40.00 per week. This position was to be vacated by June 1. As a result of this survey the school was able to recommend to the employer a high school senior who desired employment. The position was then filled by the applicant.

The company offered three benefits to its employees in an effort to retain them. A new policy which was to be put into effect in 1954 was that every employee would receive a bonus for every construction job that he worked on in which the job was finished ahead of the contract schedule. The bonus was to be



equally divided, the amount determined by the company's construction profits. In addition each full time employee who served for one complete year was to get in his second year a two weeks' vacation with pay. Each employee was covered with accident insurance. The company realized that it was in a competitive field and desired to eliminate employment problems as much as possible.

The second case presented are findings obtained from the Barnett Hassock Company. This company manufactured all types of hassocks and children's chairs. The product had been nationally advertised by television programs and ads in the LIFE magazine. The company in the past year had expanded its plant and increased its employment by 30 per cent. At the time of the interview there were 30 full time employees and 17 part time employees on the job. The part time employees were used when there was need for greater production output. In the fall of the year employment reached a peak of around 60 employees. There had been only a 17 per cent turnover in company positions in the last twelve months which indicates worker satisfaction and good employer-employee relationships.

Mr. Barnett, company president, gave these related facts about his company. There were 20 per cent of his workers commuting from Downs to work for him. The other employees lived in Cawker City or on local community farms. He stated that several families had moved to this area from urban communities and found that they could maintain a higher standard of living while working for his company at \$1.75 an hour. Another important point was that the part time employees were obtained mainly from the

farming area when farmers were not too busy.

The company operated on an assembly line production basis. As a result there were several types of jobs. These were the upholsterers, sewing machine operators, material cutters, industrial saw operators, and shipping clerks. The upholsterers' wage was determined on a piece work basis and workers averaged from 75 cents an hour to \$2.00 an hour. The part time workers were engaged in this type of work. If the business expanded again in the future, the more important jobs were to be given to those workers who showed promise through experience with the company. It took an apprentice approximately two months' training to learn the job in order to be a financial asset to the company. For this reason there was no summer employment of high school students.

There were three sewing machine operators, three material cutters, and two industrial sawers. These were semi-skilled workers and received from 75 cents to \$1.20 an hour. They did not work on a piece work basis. The company had found from past experience that the better sewing machine operators were girls who were trained on the job rather than experienced machine operators in some other business.

Assembly line foreman and shipping clerks were selected from the employees who had been with the business and had outstanding records in production and personal responsibility. All employees worked on a 40 hour week.

There were five office clerks which included one bookkeeper, one filing clerk, two billing clerks, and one office manager. The wage scale was a 75 cent an hour minimum and a maximum of

\$1.20 an hour.

A company policy was to employ young people for company positions but set an employee educational standard of at least some high school educational training with a high school diploma preferred. The theory was that if the applicant had some high school training, then he should have enough ambition to be a good employment risk for the company.

The company gave every full time employee one week vacation with pay, and covered each with liability insurance and workman's compensation.

#### COMMUNITY EMPLOYEE EDUCATIONAL ATTAINMENTS

The survey indicated that 83 per cent of the employed population had attained at least an eighth grade education with 79 per cent of that total having high school educational training, and 21 per cent training beyond a high school diploma. Only 17 per cent had failed to obtain the ninth grade educational level. The local schools had contributed its educational facilities to 38 per cent of the community workers at some stage of their schooling.

#### FARM EMPLOYMENT

Although farming was the community's main industry, there was little evidence to indicate employment opportunities in that vocational field. The survey reported only three farms that paid

wages for regular full time and regular part time help. The other farms had no need for farm labor except in the summer harvest weeks. Indications were that in recent years farming had become less diversified because of decreased dairy and beef cattle production. This lowered the acreage allotted to feed and row crops which in turn minimized farm labor needs. One farmer commented that he knew for a fact there were no farms six miles west of his farm which had dairy cows. The families received their milk supply from a Nebraska dairy company.

The wage scale for local farm workers was \$1.35 per hour for two full time employees and 75 cents per hour for the one part time worker. In 1953, 31 farms employed harvest labor with four men being the largest number hired by any one farm. Indications were that the 1954 harvest labor supply would be adequate to fill local needs.

#### COMMUNITY AND SCHOOL RELATIONS

Facts were wanted relevant to business and school relations. What were problems of local business in regard to placement and job training? What were the community occupational needs? Were there opportunities for high school students and spring graduates to find employment? These were the questions the survey tried to answer. The results will be given to each question in the order they were placed on the interview forms.

QUESTION 1. "Do you think the Downs Public Schools should give any job training which they are not now giving?" Out of 77



interviews five businesses answered yes, 36 businesses answered no, and the same number did not give an opinion. Those who answered yes were in favor of these curriculum additions or changes; (1) penmanship, (2) domestic art, (3) and a larger vocational agriculture program. Those businesses answering no stated that (1) the school was doing all it could for the size community it served and the size staff it employed, (2) the school was too small to offer training in arts and crafts, (3) and that high school education should be generalized, not specialized. Several businessmen emphasized that in their opinion high school educational requirements should include shorthand and business arithmetic. This statement was backed by the fact that only one business office employee in the community could take dictation by shorthand. Other employees lacked ability to make change and do simple arithmetic problems which employers considered essential for maximum job efficiency.

There were 36 businessmen who did not give an opinion on this question. One statement characteristic of all those giving no opinion was to the effect that anything which would help the school would be favored but the businessman didn't know what the school was doing in the way of job training.

In conclusion, the facts indicated that 47 per cent of those interviewed felt the high school educational program was adequate for the community needs and that another 47 per cent did not know what the educational program was in the high school. This offers a challenge to the school public relations program and its guidance program to better stimulate public interest in its school

system.

QUESTION 2. "Would you favor an organized high school job placement program, if such a program could assist in finding better qualified workers?" Results indicated that 50 businesses favored such a program, 20 were opposed, and seven gave no opinion. Those in favor emphasized that (1) there was no other reputable local agency in the community to offer such a service, (2) that the school should look after its students as much as possible, (3) giving high school students jobs would eliminate crime problems committed by unemployed boys and girls, (4) would eliminate a certain amount of advertising costs, and (5) most high school students would not accept a job where they had to learn a trade because of higher wages offered in semi-skilled jobs.

Evidence indicated that the organized guidance program of the school could be a service to the business community and to the students if a job placement program were established. There were 59 per cent of the businesses which indicated they would or could use the program to meet employment needs. A favorable attitude existed in the school student body for a job placement program of this nature. Students wanting summer employment were encouraged to use the school as a means of contact with local employers. As a result six high school students had found summer employment.

QUESTION 3. "What new occupations or businesses could this community support?" There were many good suggestions listed with 77.5 per cent in favor of obtaining more businesses, 11.6 per

cent opposed to making any additions and 10.9 per cent not giving any opinion on the question.

The results showed thirteen different occupations were suggested. A shoe repair shop was given the largest support followed by light manufacturing, a bakery, and skilled tradesmen. The other occupations are listed in the appendix of this report.

One week after this survey was completed a shoe repair shop started operations in Downs. Inquiry was made and it was stated by the proprietor that he received encouragement through the Downs Chamber of Commerce to move and did so upon that organization's recommendations.

There was a desire for a small manufacturing concern in the community. The Chamber of Commerce was now attempting to locate a company interested in coming to Downs. The last existing manufacturing company in Downs was operated by the Brown Construction Company and it employed from six to eight men. It manufactured small airplane parts for Boeing Aircraft Company in Wichita, Kansas.

It was reported that in its beginning the Barnett Hassock Company desired location in Downs but could not stimulate enough community support. Employers indicated several people commuted daily to work for this company but greater local employment could have been provided if not for this regrettable lack of interest. This report was confirmed by Mr. Barnett when he was interviewed for this survey.

QUESTION 4. "Are there opportunities for employment in your business at the present time?" The survey indicated there were

11 full time jobs available, two regular part time jobs, 11 summer full time jobs, and approximately 37 summer part time jobs to be filled. The complete list of job vacancies can be found in the appendix.

A special notation about opportunities for employment was made by the local Missouri-Pacific trainmaster. He indicated that in 44 years of service with the railroad in Downs he had never seen jobs as scarce as they were at the present time. A fair share of local train service had been discontinued with good indications of more reductions to follow. This trend was general throughout the Valley Division branch of the Missouri-Pacific Railroad.

### THE JOB ANALYSIS

It is the purpose of a job analysis to discover the personal, educational, and training requirements of employees, to estimate the job advancement opportunities, and to determine employment benefits.

### PERSONAL REQUIREMENTS

Employers indicated that the most frequent type of employee should be an honest individual with a neat appearance. They should demonstrate the ability to meet the public and do satisfactory workmanship at their job.



## EDUCATIONAL REQUIREMENTS

There were 58 per cent of the local jobs which had no educational requirements, 15.8 per cent required an eighth grade education, 18.1 per cent required a high school education, and only 7.4 per cent needed educational training beyond a high school diploma.

## TRAINING REQUIREMENTS

There were 53 per cent of the employed population trained while on the job. Another 19 per cent needed no training in order to carry out their job duties. Formal school training was needed by 14 per cent of those employed and the remaining 14 per cent must have had previous job experiences before being hired.

## EMPLOYEE BENEFITS AND ADVANCEMENT OPPORTUNITIES

A check list of individual job benefits and advancement opportunities was tabulated and appears in the appendix of the report.

## CLASSIFICATION OF OCCUPATIONS

Using the Dictionary of Occupational Titles as a guide, the results show 154 occupational titles. This includes 10 professional, 3 semi-professional, 33 managerial, 33 clerical, 5 sales,

11 service, 3 agricultural, 31 skilled, 19 semi-skilled, and 6 unskilled occupations.

#### SUMMARY OF REPORT

This community occupational survey provided the following findings:

- (1) Local employers gave the opinion that for the community it served, the Downs Public Schools' vocational training program was adequate in size and scope.
- (2) There was an administrative challenge to improve the school public relations program through an organized guidance program.
- (3) High school students showed interest in an organized guidance program and job placement service.
- (4) Community businessmen expressed a willingness to cooperate in helping high school graduates find employment in Downs.
- (5) Although agriculture was the community's main industry, there were few opportunities for high school boys interested in entering this occupational field in the school district area.
- (6) There was greater emphasis placed on employee personal qualifications rather than on the educational and training qualifications of employees.
- (7) There were satisfactory job employment benefits and advancement opportunities in Downs.
- (8) Jobs were available which were permanent full time work, but a greater vocational need existed for skilled tradesmen.
- (9) The community businesses desired a small manufacturing company to be established in Downs.

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## APPENDIX



# KANSAS

SMITH  
CO.

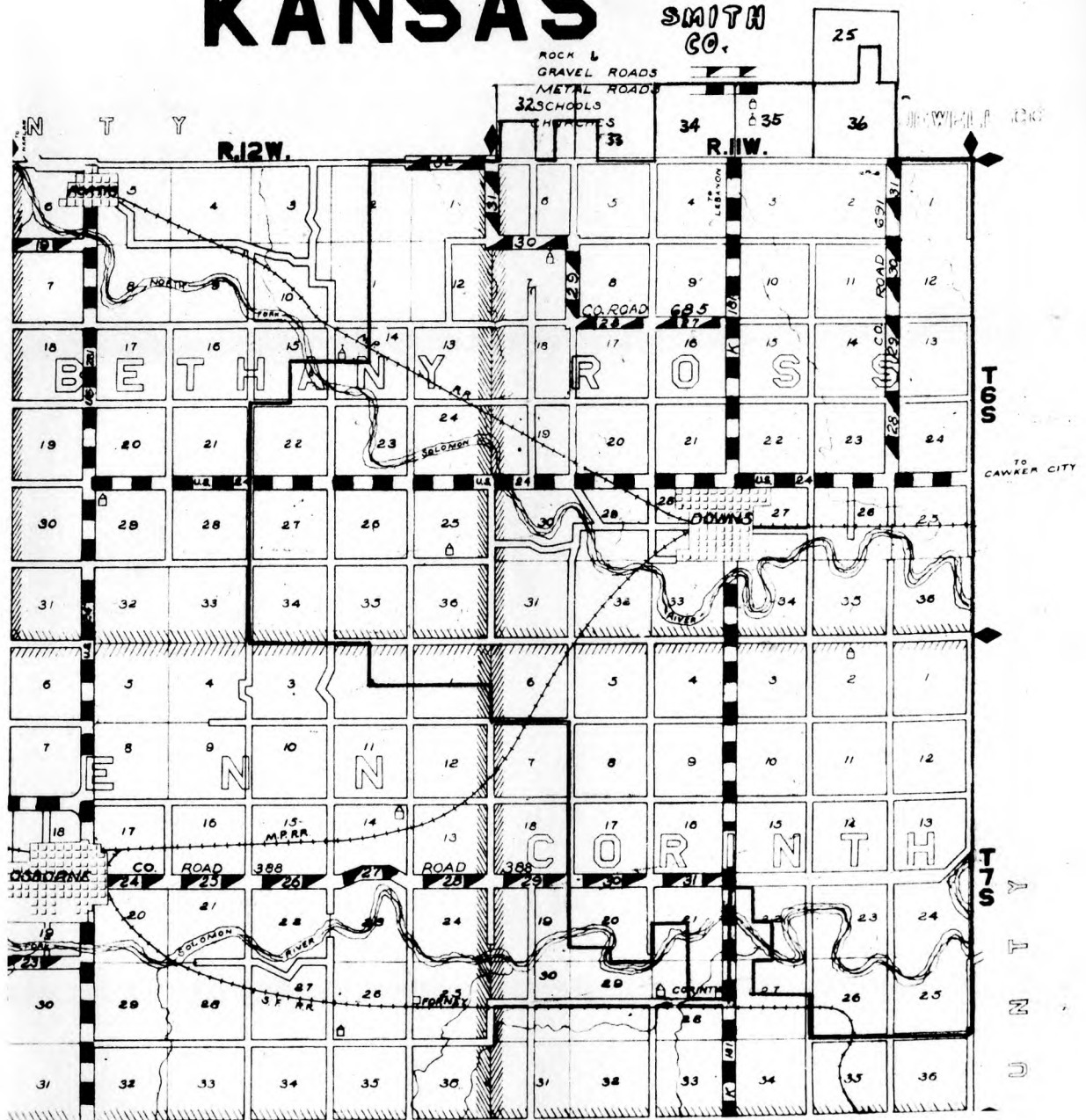


Fig. 1. Territory included within Jt. Common School District No. R-4 of Osborne and Smith Counties.

## Occupational Survey Interview Form

NAME OF BUSINESS OR OCCUPATION \_\_\_\_\_

DATE \_\_\_\_\_ TYPE OF SERVICE \_\_\_\_\_

ADDRESS \_\_\_\_\_ TELEPHONE NO. \_\_\_\_\_

TOTAL NUMBER OF EMPLOYEES: MALE \_\_\_\_\_ FEMALE \_\_\_\_\_ REGULAR FULL TIME: \_\_\_\_\_  
REGULAR PART TIME: \_\_\_\_\_ SEASONAL FULL TIME: \_\_\_\_\_ SEASONAL PART TIME: \_\_\_\_\_

NO. OF EMPLOYEES HIRED IN PAST TWELVE (12) MONTHS: MALE \_\_\_\_\_ FEMALE \_\_\_\_\_

NO. EMPLOYED IN AGE GROUPS OF: UNDER 25 \_\_\_\_\_ 25-50 \_\_\_\_\_ OVER 50 \_\_\_\_\_

NO. EMPLOYED WITH SCHOOLING OF 8th GRADE OR LESS: \_\_\_\_\_ BEYOND 8th  
GRADE \_\_\_\_\_ BEYOND HIGH SCHOOL \_\_\_\_\_

NO. OF EMPLOYEES WHO RECEIVED SCHOOLING IN LOCAL SCHOOLS: \_\_\_\_\_

OCCUPATIONAL GROUPS EMPLOYED  
NO.

JOB TITLES

professional	_____	_____
semi-professional	_____	_____
managerial	_____	_____
clerical and sales	_____	_____
service	_____	_____
agriculture	_____	_____
skilled	_____	_____
semi-skilled	_____	_____
unskilled	_____	_____

TOTAL \_\_\_\_\_

DO YOU THINK THE DOWNS PUBLIC SCHOOLS SHOULD GIVE ANY JOB TRAIN-  
ING WHICH THEY ARE NOT NOW GIVING? YES \_\_\_\_\_ NO \_\_\_\_\_ NO OPINION \_\_\_\_\_  
EXPLANATION \_\_\_\_\_WOULD YOU FAVOR AN ORGANIZED HIGH SCHOOL JOB PLACEMENT PROGRAM,  
IF SUCH A PROGRAM COULD ASSIST IN FINDING BETTER QUALIFIED WORK-  
ERS? YES \_\_\_\_\_ NO \_\_\_\_\_ NO OPINION \_\_\_\_\_ EXPLANATION \_\_\_\_\_WHAT NEW OCCUPATIONS OR BUSINESSES COULD OUR COMMUNITY SUPPORT?  
EXPLANATION \_\_\_\_\_ARE THERE OPPORTUNITIES FOR EMPLOYMENT IN YOUR BUSINESS AT THE  
PRESENT TIME? \_\_\_\_\_

NOTES:

## Job Sheet

NAME OF BUSINESS OR EMPLOYER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TELEPHONE NO. \_\_\_\_\_

JOB TITLE: \_\_\_\_\_ NATURE OF WORK \_\_\_\_\_

PERSONAL REQUIREMENTS: \_\_\_\_\_

EDUCATIONAL REQUIREMENTS: \_\_\_\_\_

TRAINING REQUIREMENTS: \_\_\_\_\_

SALARY SCHEDULE: MINIMUM WAGE: \_\_\_\_\_ MAXIMUM WAGE: \_\_\_\_\_

HOURS PER WEEK \_\_\_\_\_ OTHER \_\_\_\_\_

JOB TENURE: REGULAR FULL TIME \_\_\_\_\_ SEASONAL FULL TIME \_\_\_\_\_

REGULAR PART TIME \_\_\_\_\_ SEASONAL PART TIME \_\_\_\_\_

MONTHS OF SEASONAL EMPLOYMENT: \_\_\_\_\_

WHAT OPPORTUNITIES OR BENEFITS DOES THIS POSITION OFFER TO THE  
EMPLOYEE OTHER THAN A WAGE? \_\_\_\_\_IS THERE AN OPPORTUNITY TO ADVANCE IN THIS POSITION IN YOUR  
BUSINESS? \_\_\_\_\_

NOTES:

# Alphabetical list of community businesses

Baptist Church	Hodgson Doctor Office
Barnett Hassock Company	Home Modernizing Company
*Barnett-Lane Barber Shop	I. G. A.
Brake T-V and Radio Shop	Jayhawk Cafe
*Berry Produce Company	Johnson & Son Hardware
*Bock Dress Shop	Lido Theater
Brown Construction Company	Lipton Coffee Shop
Buikstra Dentist Office	Lipton Hotel
Central Lumber Company	Lowden Farm
Christ Cafe	Lutheran Church
Christian Church	Maxine's
City of Downs	*Mcelefresh Motor Company
Clinsman Cafe	Methodist Church
Congregational Church	Meyers Appliance
Culligan Soft Water Service	Missouri Pacific Lines
Cunningham Oil Company	*Oasis Recreation
Cunningham Farm	Ortels Grocery
Domoney Furniture Store	Reid Sign Company
Domoney Funeral Home	Ritz-Johntz Lumber Company
Dougherty Poster Company	*Sellers Clothing Store
Downs City Library	Sellers Grocery Store
Downs National Bank	Sheets Beauty Shop
Downs News and Times	*Skinner Veterinary
Downs Oil Company	Skogmos
Downs Pontiac Company	Southwestern Bell Telephone
Downs Public Schools	Steele Drug Company
Downs Sale Company	Stephenson Farm
Downs State Bank	Texaco Service Station
Downs Suitorium	*Tux Service Station
Farmers Union Elevator	U.S. Post Office
Farmers Union Grocery	Variety Store
*Fink Retail Liquor Store	*Vern's Beverage Shop
Gambles Store	Voss Implement Company
*Garey Real Estate	Voss Motor Company
*Getty Beauty Shop	*Watts Motel
*Grandview Motel	Western Light & Tel. Co.
Hartig Clinic	*Wierenga Jewelry Store
Headley Cleaners	
*Hilltop Market	

\* Indicates non-employer



Figure 2.


  
WILSON JONES  
ANCHOR CLASP  
K 63 6½ x 9½  
MADE IN U. S. A.



fig.2. A graphic illustration of total employees in each business and occupation.

[illegible]



List of occupational opportunities in Downs, Kansas  
suggested by the employers interviewed

Occupational Opportunity	No.
Shoe repair shop	28
Light manufacturing	14
Bakery	10
Skilled trades	10
Dry goods store	4
Optometrist	3
Bowling alley	1
Cafe	1
Dairy	1
Drug store	1
Dry goods store	1
Florist	1
Newspaper	1
No opportunity	9
No opinion	8

## Employment opportunities in Downs, Kansas

Five regular full time employees needed as general labor by the Brown Construction Company

\*One regular full time clerk needed by the Brown Construction Co.

One regular full time clerk wanted by the Gambles Store

One regular full time manager wanted by the Meyers Appliance Store

One regular full time auto mechanic needed by Voss Motor Co.

One full time machinist needed by the Voss Implement Co.

One full time female clerk needed by Skogmo Clothing Store

One regular part time lineotype operator needed by the Downs News and Times

One regular part time employee needed by the Sellers Clothing Store

One waitress needed for summer employment by the Clintsman Cafe

One summer full time employee needed by Culligan Soft Water Service

\*One summer full time clerk needed by Downs National Bank

\*One summer full time clerk needed by the State Bank of Downs

Three employees needed at the Farmers Union Elevator for harvest

\*One summer full time employee needed by Grandview Motel

The swimming pool needed a Red Cross swimming instructor

One summer full time employee needed by the Reid Sign Co.

\*Two female employees needed for summer employment by Steele Drug Company

\*The Texaco Service Station needed an attendant for summer work

Approximately 31 employees needed as harvest help by local farms

\* Indicates vacancy was filled by high school student



## Personal requirements desired of employees by their employers

Personal Requirement	No.
Honest	77
Meet the public	59
Neat personal appearance	35
Neat workmanship	27
Tact	20
Initiative	18
Vocational interest	14
Vocational aptitude	13
Ambition	13
Efficiency	12
Reliable	11
Work with others	10
Persuasive	9
Alert	7
Dependable	6
Pleasing voice	6
Patience	6
Industry	6
Discrete	5
High morals	5
Religious faith	5
Others	26

Table 1. The educational requirements of employees according to job classification

Occupation	: None	: 8th Grade	: H. S.	: Beyond H.S.
Air compressor operator		1		
Bookkeeper	4		8	
Butcher			1	
Carpenter	2			
Cashier	3			
Cement finisher	1			
Checker	2½		3	
Clerk	31			
Cook	2			
Cosmotologist	1			
Dental assistant	1			
Dishwasher	6			
Electrician	1			
Embalmer			1	
Food locker operator	2			
Foreman, railroad	2			
Funeral Director	1			
Housekeeper	1			
Industrial Saw operator		2		
Installer	4			
Janitor	12			
Labor, unskilled	36			
Labor, elevator	1½			
Labor, farm	3			
Librarian	1			
Lineotype operator			1	
Mail Carrier			6	
Mail messenger	1			
Maintenance men	3		½	
Manager	7		4½	
Material cutter		3		
Mechanic	7		3	
Minister	2			3
Meterman		1		
Neon sign tube maker			1	
Newspaper boy		1		
Night watchman	1			
Nurse				2
Painter	1			
Picture machine operator	1			
Pipelayer	1			
Plumber	1			
Popcorn machine operator	1			
Postmaster			1	
President, bank	1		1	
Receptionist, doctor			1	

Table 1 (cont.)

Occupation	: None	: 8th Grade	: H. S.	: Beyond H. S.
Roller operator	1			
Salesman	2		4	
School bus driver	3			
Seamstress			1	
Secretary			1	
Serviceman	5	6		
Sewing machine operator		3		
Sheetmetal man	1			
Service station attendant	5			
Stenographer			1	
Superintendent	3			1
Tankwagon operator	2			
Teacher				17
Technician, x-ray			1	
Telephone operator			9	
Trainmaster	1			
Transport driver	1			
Truck driver	1			
Upholsterer		32		
Vice-president, bank	3			
Waitress	5			
Yardman, lumber	2			
Totals	182	49	56	23

Table 2. The training requirements of employees according to job classification.

Occupation	: None	: Experience	: On-the-job	: School
Air compressor operator			1	
Bookkeeper		2	4	6
Butcher			1	
Carpenter			2	
Cashier		2	1	1
Cement finisher			1	
Checker			3½	2
Clerk			25	6
Cook		2		
Cosmotologist				1
Dental assistant			1	
Dishwasher	6			
Electrician			1	
Embalmer				
Food locker operator			2	
Foreman, railroad		2		
Funeral director		1		
Housekeeper	1			
Industrial saw operator			2	
Installer			4	
Janitor	12			
Labor, unskilled	36			
Labor, elevator			1½	
Labor, farm		2	1	
Librarian			1	
Lineotype operator			1	
Mail carrier			6	
Main messenger	1			
Maintenance men			3½	
Manager		11½		
Material cutter			3	
Mechanic		5	5	
Minister				5
Meterman			1	
Neon Sign tube maker			1	
Newspaper boy			1	
Night watchman	1			
Nurse				2
Painter			1	
Picture machine operator			1	
Pipelayer			1	
Plumber		1		
Popcorn machine operator			1	
Postmaster		1	2	
President, bank		2		
Receptionist, doctor			1	
Roller operator			1	



Table 2 (cont.)

Occupation	: None	: Experience	: On-the-job	: School
Salesman			6	
School bus driver	3			
Seamstress	1			
Secretary			1	
Serviceman			11	
Sewing machine operator			3	
Sheetmetal man			1	
Service station attendant	2		3	
Stenographer				1
Superintendent	3		1	
Tankwagon operator			2	
Teacher				17
Technician, x-ray			1	
Telephone operator			9	
Trainmaster	1			
Transport driver	1			
Truck driver			1	
Upholsterer			32	
Vice-president, bank	2			2
Waitress			10	
Yardman, lumber			2	
Totals	59	42 $\frac{1}{2}$	164 $\frac{1}{2}$	44

Table 3. The benefits and advancement opportunities of employees according to job classifications.

Job	Benefits*								:Advancement	
	1	2	3	4	5	6	7	8	Yes	No
Air compressor operator			X			X	X		X	
Bookkeeper	X	X	X	X	X	X	X	X	X	X
Butcher		X					X			X
Carpenter		X					X		X	
Cashier			X		X	X	X	X	X	X
Cement finisher			X			X	X		X	
Checker	X	X	X			X	X	X		X
Clerk	X	X	X	X	X	X	X	X	X	X
Cook	X									X
Cosmotologist	X								X	
Dental assistant			X				X			X
Dishwasher	X									X
Electrician		X					X		X	
Embalmer			X							X
Food locker operator			X			X		X	X	
Foreman, railroad		X		X	X		X	X	X	
Funeral director			X							X
Housekeeper	X								X	
Industrial saw operator		X			X		X		X	
Installer		X					X		X	X
Janitor	X		X			X		X		X
Labor, unskilled	X	X	X			X	X		X	
Labor, elevator		X		X				X	X	
Labor, farmer	X	X							X	X
Librarian	X									X
Linotype operator	X								X	
Mail carrier			X	X				X	X	
Mail messenger	X									X
Maintenance men		X	X	X				X	X	
Manager		X	X	X	X	X	X	X	X	X
Material cutter		X			X		X			X
Mechanic	X	X	X	X		X	X			X
Minister			X				X	X	X	X
Meterman			X	X			X	X	X	
Neon sign tube maker			X				X			X
Newspaper boy	X								X	
Night watchman		X							X	
Nurse			X	X				X		X
Painter		X					X		X	
Picture machine operator			X			X				X
Pipe layer			X			X	X		X	
Plumber	X									X
Popcorn machine operator						X				X
Postmaster			X		X		X			X
President, bank			X			X	X			X
Receptionist, doctor			X	X				X		X
Roller operator			X			X	X		X	

Table 3 (cont.)

Job	Benefits*								Advancement	
	1	2	3	4	5	6	7	8	Yes	No
Salesman	x		x	x		x		x	x	x
School bus driver	x									x
Seamstress		x								x
Secretary	x									x
Serviceman			x	x	x		x	x	x	
Sewing machine operator		x			x		x			x
Sheetmetal man		x					x		x	
Service station attendant	x	x		x	x		x	x		x
Stenographer			x	x		x	x			x
Superintendent			x	x		x		x		x
Tankwagon operator		x		x	x					x
Teacher				x				x		x
Technician, x-ray			x	x				x		x
Telephone operator		x	x	x				x	x	x
Trainmaster			x	x	x		x	x		x
Transport driver		x			x					x
Truck driver			x			x	x		x	
Upholsterer		x			x		x		x	
Vice-president, bank			x	x		x	x		x	
Waitress	x									x
Yardman, lumber		x			x				x	

\* 1. none 2. vacation (1 wk.) 3. vacation (2 wk.) 4. sick leave  
5. workman compensation 6. bonus 7. insurance 8. others

Classification of occupations according to the Dictionary of Occupational Titles.

0...PROFESSIONAL AND MANAGERIAL OCCUPATIONS

professional occupations:

bank president  
bank vice-president  
\*dentist  
\*doctor  
nurse, reg.

minister  
\*newspaper editor  
\*pharmacist  
teacher  
\*veterinarian

semi-professional

funeral director  
librarian  
x-ray technician

managerial and offician occupations:

\*manager, auto shop  
\*manager, cafe  
\*manager, cleaning shop  
\*manager, dress shop  
manager, elevator  
\*manager, farm  
manager, food locker  
\*manager, furniture  
\*manager, Gambles  
manager, grocery  
manager, hardware  
manager, hassock co. office  
\*manager, hotel  
manager, implement  
manager, light co.  
\*manager, liquor store  
manager, lumber yard

\*manager, men's store  
\*manager, motel  
\*manager, neon sign co.  
\*manager, poster co.  
\*manager, produce co.  
\*manager, recreation hall  
\*manager, seed co.  
\*manager, service station  
\*manager, Skogmo  
\*manager, soft water co.  
manager, telephone co  
\*manager, variety store  
postmaster  
supt. of city water  
supt. of construction  
supt. of schools

1...CLERICAL AND SALES

clerical:

bookkeeper, bank  
bookkeeper, grocery  
bookkeeper, hassock co.  
bookkeeper, implement co.  
bookkeeper, lumber co.  
bookkeeper, oil co.  
bookkeeper, seed co.  
bookkeeper, sale co.

bookkeeper, soft water co.  
cashier, bank  
cashier, lt. co.  
cashier, theater  
clerk, billing  
clerk, chain store  
clerk, city  
clerk, construction

\* Includes self-employed



clerk, dress  
 clerk, drug  
 clerk, filing  
 clerk, furniture  
 clerk, grocery  
 clerk, hardware  
 clerk, hotel  
 clerk, P.O.  
 clerk, sale co.

clerk, shipping  
 clerk, variety store  
 dentist assistant  
 receptionist, doctor  
 secretary, public school  
 stenographer, bank  
 teller, bank  
 ticket agent, R. R.

sales occupations:

car sales man  
 checker, grocery  
 farm implement salesman  
 home modernizing salesman  
 \*realtor

2...SERVICE OCCUPATIONS

domestic service occupation:  
 housemaid

personal service occupations:

\*barber  
 cook  
 \*cosmotologist  
 waitress

protective service occupations:  
 night watchman

building service occupations:

grounds keeper  
 janitor, bank  
 janitor, church  
 janitor, school  
 janitor, theater

3...AGRICULTURAL OCCUPATIONS

agricultural, and kindred occupations:

farmer elevator helper  
 farm hand

\* Includes self-employer

## 4 and 5...SKILLED OCCUPATIONS

auto maintenance	lineotype operator
auto mechanic	mail carrier, city
assembly man, implement	mail carrier, rural
brakeman	*motor mechanic
butcher	neon sign tube maker
carpenter	painter
cement finisher	pipelayer operator
conductor	plumber
electrician	school bus operator
engineer	serviceman, light
embalmer	sheet metal man
fireman, R. R.	telephone maintenance
foreman, auto shop	telephone operator
foreman, R. R. bridge gang	transport driver
foreman, R. R. section gang	yardman, lumber
*jeweler	

## 6 and 7...SEMI-SKILLED OCCUPATIONS

air compressor operator	newspaper boy
assistant motor mechanic	popcorn machine operator
finisher, cleaning	poster maker
fountaineer	roller operator
ind. saw operator	service station attendant
installer, home mdr.	sewing machine operator
installer, T.V.	tankwagon operator
mail messenger	truck driver
material cutter	upholsterer
meter reader	

## 8 and 9...UNSKILLED LABOR

city laborer  
 construction laborer  
 dishwasher  
 R.R. bridge construction laborer  
 R. R. section laborer  
 sale co. laborer

\* Includes self-employer